

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 52
MARCH 18, 2015– WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, March 18, 2015, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair** **Staff: Pam Dill**
 Richard Hannold, Member
 Jill Johnson, Member

Staff Present: Bill Oakes, Director, Doug Cox, Connie Bowers, Phil Cohen, Matt Nienhaus

Others Present: Elaine Marlow, Budget Director, Pat Powell, WCLT

Record @ 00:05

Add-on

Subject/Description: Two Real Property Voucher Agreements with Doug & Sherry Wirth

Attachment: yes

Action Requested: Approval of two (2) Real Property Voucher Agreements with Doug & Sherry Wirth; Boon Road shoulder Widening Project ; Parcel 165-0660; Amount: \$26,000; Parcel 048-0640; Amount: \$29,500.

Follow up: Okay with full Board to move forward to a Tuesday agenda.

Subject/Description: DD#4 – Proposed schedule for new 2015 levy assessment

Attachment: yes

Action Requested: Bill briefed the Board on the proposed schedule for the 2015 levy assessment and four (4) budget options. The Board was in favor of Option 2; 5 years of Maintenance plus Loan.

Follow up: Okay with full Board to move forward with resolution to set the schedule of assessment in accordance with Option 2.

Roads

Subject/Description: Westcliff Drive Slope Stabilization

Attachment: Memorandum; Resolution; maps

Action Requested: Purchasing approval of the sole source materials from Hilfiker Retaining Walls, Inc for Westcliff Drive Slope Stabilization project.

Follow up: Okay with full Board to move resolution forward to a Tuesday meeting.

Subject/Description: Hidden Beach Drive Slope Stabilization

Attachment: Memorandum; Resolution; maps

Action Requested: Purchasing approval of the sole source materials from Hilfiker Retaining Walls, Inc for Hidden Beach Drive Slope Stabilization project.

Follow up: Okay with full Board to move resolution forward to a Tuesday meeting.

Subject/Description: Annual Report for CRAB Certification

Attachment: certification form

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 53
MARCH 18, 2015– WORK SESSIONS**

Action Requested: Traffic Laws Enforcement Certification 2014; Fish Passage Barrier Removal Certification 2014; Annual Certification 2014.

Follow Up: Okay with full Board to move forward to Tuesday's agenda.

Subject/Description: 2015-2020 Island Transportation Improvement Program (TIP) – Proposed Revisions

Attachment: Memorandum; proposed amended version of 2015-2020 TIP

Action Requested: Doug Cox reviewed the proposed changes to the 2015-2020 TIP:

- Project No. 48: Swantown/Heller Intersection Improvements
- Project No. 49: Non-motorized Transportation Plan update

Follow Up: Okay with full Board to move forward with amended version of the 2015-2020 TIP.

Subject/Description: Whidbey Air Park Access Feasibility Study Results

Attachment: Memorandum

Information: Bill Oakes briefed the Board on the results of the Whidbey Air Park Access Feasibility Study.

Follow up: Commissioner Hannold will discuss with the EDC the demand for light industrial zoning on South Whidbey.

Surface Water

Subject/Description: Supplemental Agreement #2 – Skillings-Connolly, Inc. Outfall Design

Attachment: Memorandum; Consultant Agreement No. PW-1320144

Action Requested: Approval of Supplemental Agreement No. 2 of the Skillings-Connolly engineering contract for the design of the extension of the Columbia Beach Drive Outfall Berg South Outfall; Maximum Amount: \$80,588.56, and increase of \$24,749.74.

Follow Up: Okay with full Board to move forward to a Tuesday meeting.

ER & R

Subject/Description: 2015 Caterpillar Backhoe Purchase

Attachment: Memorandum; Purchase Order

Action Requested: Approval of purchase of one (1) new 2015 Caterpillar backhoe; Amount: \$87,846.99 incl WSST and trade-in of 2001 John Deere Backhoe.

Follow Up: Okay with full Board to move forward to a Tuesday meeting.

Parks

Subject/Description: Trillium Community Forest RCO Grant 12-1559

Attachment: Memorandum; Assignment of Rights

Action Requested: Approval of Assignment of Rights for the purpose of defining the roles and responsibilities of the Washington State Recreation and Conservation Office, Island County, and the Whidbey Camano Land Trust.

Follow Up: Okay with full Board to move forward to a Tuesday meeting.

Add-On

Subject/Description: Trillium Grant Amendment #2

Attachment: yes

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 54
MARCH 18, 2015– WORK SESSIONS**

Action Requested: Approval of Amendment #2 to the Trillium Community Forest RCO Grant 12-1559. The amendment moves parcel B, D and \$533,000 to Grant #12-1613 to meet the matching funds requirement for the \$138,300 award.

Follow Up: Okay with full Board to move forward with amendment.

**Budget Director/GSA
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, March 18, 2015, at 10:15 a.m. in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair

Staff: Pam Dill

Richard Hannold, Member
Jill Johnson, Member

Staff Present: Elaine Marlow, Budget Director, Don Mason

Others Present: John Kent, IT Director

Record @ 01:13:30

Subject/Description: CFF- Monroe Landing Road funding agreement with Whidbey Camano Land Trust

Attachments: yes

Action Requested: Approval of funding grant agreement- WCLT- Monroe Landing Road Conservation Easement Project; Amount: \$610,000.00.

Follow up: Okay with full Board to move forward to a Tuesday meeting.

Subject/Description: CFF Program update

Attachments: PowerPoint

Action Requested: Elaine Marlow reviewed the changes to date:

- Program Structure
 - Remove outdated language from County Code
 - Minimize existing code
 - Move program procedures from Code to a resolution to be more easily updated
 - Adopt selection criteria by resolution.
- Modified who may apply for CFF M & O funds
- Acquisition projects
- Multi-Year M & O Projects Authorized
- Modified the size and composition of the Citizens Advisory Board (CAB)
- Public Notices – in the form of a press release
- Timeline to review or revise selection criteria
- Out of Cycle Applications
- Defined who may apply and how
- Application review timeline made more efficient
- Established a Commissioner's public hearing as part of the process
- Implementation

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 55
MARCH 18, 2015– WORK SESSIONS**

- Updated selection criteria Acquisition Projects
- Updated selection criteria M & O Projects

Suggested changes to the Program Procedures Guide:

~~Applicants shall bear all acquisition costs.~~ Successful Applicants may be reimbursed for a portion of property acquisition costs related to surveys, appraisals, closing costs, environmental assessments and management plans as budgeted parts of their proposed project submission.

The CAB is composed of nine (9) voting members that reflect ~~a broad spectrum of interest and expertise.~~ conservation and community planning expertise and technical knowledge. Within the nine (9) voting members, there shall be two (2) members representing each commissioner district and three (3) members representing the county at large. ~~Every effort should be made to equally represent conservation and community planning expertise and technical knowledge.~~

Add reference to RCW 84.34.230 on page 1.

Follow-up: Continue review to the next work session.

Add-on

Subject/Description: Contract with RGen Solutions for Branding and Web Design

Action Requested: Purchase Order No. 10454 – Akshat Corp dba RGen Solutions.; Web Design Project; Amount: \$35,000.00

Follow-up: Okay with full Board to move forward to Tuesday's agenda.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, March 18, 2015 at 11:10 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Richard Hannold, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: David Wechner, Director, Paula Bradshaw, Brad Johnson

Others Present: Elaine Marlow, Budget Director

Record @ 02:06:30

Subject/Description: 2016 Comprehensive Plan status update

Attachment:

Information: Brad Johnson reported that the first in a series of public meetings to help define the scope of the comprehensive plan was well attended. The on-line survey closes on March 31 after which Planning staff will analyze the results and provide them to the Planning Commission and Board in a matrix format along with a memo noting those items that must be changed, those items staff is recommending be changed and those items that have become apparent through interaction

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 56
MARCH 18, 2015– WORK SESSIONS**

with the community, Planning Commission and Board. The decision for the Board will be how many of those changes to include in the update.

The Board expressed their concerns about the county's ability to have larger conversations on specific issues and greater public participation.

Subject/Description: Work Plan & Annual Review Docket

Attachment: Memorandum; 2015 Work Program; Winery definition cover letter, Proposed Winery Code Change; Winery and Distillery Matrix, ICC 16.26

Information: Brad reviewed with the Board the 2015 Draft Work Program. Commissioner Price Johnson expressed her desire to correct the inconsistencies in the code to deal with the definition of wineries and the uses allowed in the Annual Review Docket. The broader agri-tourism uses can be addressed in the Comprehensive Plan update.

Commissioner Johnson and Commissioner Hannold were supportive of correcting the inconsistencies in the code in the Comprehensive Plan update.

Commissioner Price Johnson suggested changing the temporary event policy from a one year permit to a 2 year permit.

Follow up: Bring the discussion about changing the temporary use policy back to the next work session.

Subject/Description: Hearing Examiner Contract

Attachment: none

Information: Planning has sent the draft contract to the Hearing Examiner. Part of the monthly retainer will be used on code cleanup work to address contradictions identified in previous Hearing Examiner decisions. Each month the Hearing Examiner will provide a report on suggested code changes and those will be included in the overall Comprehensive Plan update.

Follow up: Hearing Examiner contract will come back to the Board for approval.

**Prosecuting Attorney
Summary Minutes**

Work Session was held between the County Commissioners and Prosecutor on Wednesday, March 18, 2015, at 12:20 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair**
 Richard Hannold, Member
 Jill Johnson, Member

Staff: Pam Dill

Present: Greg Banks, Prosecuting Attorney, Dan Mitchell, Chief Civil Deputy

Others Present: Elaine Marlow, Budget Director

Record @ 03:15:01

Subject/Description: Legal Counsel and Support staff for GMA 2016 Land Use Update

Attachment: yes

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 57
MARCH 18, 2015– WORK SESSIONS**

Discussion: Greg discussed the ability of his office to effectively and efficiently advise the county in its GMA update and the checks and balances built into county government by the constitution.

The Commissioners stressed their desire for an outside consultant specializing in GMA land use legal expertise to provide strategy and advice to the Board in its Comprehensive Plan update.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, March 18, 2015, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Richard Hannold, Member
Jill Johnson, Member

Staff Present: Jill Wood, Environmental Director

Others Present: Elaine Marlow, Budget Director

Record @ 03:59:15

Administration

Subject/Description: WA State Dept of Health Consolidated Contract No. C17111

Attachment: Amendment #1

Action Requested: Approval of Amendment #1 to WA State DOH 2015-2017 Consolidated Contract; adds National Estuary Program (NEP) Beach Program, NEP Onsite Sewage Management, NEP Pollution ID & Correction, Supplemental Nutrition Assistance Program-Education; amends, WIC Nutrition Program; Maximum Amount: \$1,044,787.00 an increase of \$473,738.00.

Follow up: Okay with full Board to move forward to a Tuesday consent agenda.

Add-on

Subject/Description: NACo Prescription Discount Card Program

Attachment: none

Information: Michele updated the Board on the NACo Prescription Discount Card Program, effective date of April 1 2015. Discussion regarding community outreach will take place at the April 1st work session.

Environmental Health

Subject/Description: Snohomish Conservation District – Triangle Cove BMP's

Attachment: Contract No. HD-09-2015

Action Requested: Approval of Interlocal Agreement between Snohomish Conservation District and Island County Public Health Department; Agreement Period: 1/1/15-12/31/15; Amount: not to exceed \$23,000.00.

Follow up: Okay with full Board to move forward to a Tuesday consent agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 58
MARCH 18, 2015– WORK SESSIONS**

Subject/Description: Paladin Data Systems Corp. – SmartGov Refinement

Attachment: Contract No. HD-10-2-15

Action Requested: Agreement for Services between Island County Public Health Department and Paladin Data Systems Corporation; Agreement Period: 3/4/15-6/30/15; Amount: not to exceed \$22,963.00.

Follow up: Okay with full Board to move forward to a Tuesday consent agenda.

Subject/Description: WA State Department of Ecology – On-Site Sewage System Financial Assistance

Attachment: Agreement No. WQC-2015-ISCOPH-00070

Action Requested: Approval of Water Quality Combined Financial Assistance Agreement between the State of Washington Department of Ecology and Island County; Amount: \$500,000.00.

Follow up: Okay with full Board to move forward to a Tuesday consent agenda.

Subject/Description: Wellness Committee presentation

Information: Emily Maughan briefed the Board on Wellness Committee activities and accomplishments and the 2015 Action Plan.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, March 18, 2015 at 1:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Richard Hannold, Member
Jill Johnson, Member

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Jennifer Wallace, Jackie Henderson, Larry VanHorn

Record @

Subject/Description: Job Requisitions

Attachment: yes

Action Requested:

Superior Court

- Assistant Administrator, Replacement, NR-13 #021/15
Commissioner Johnson moved to approve Job Requisition #021/15. The motion was seconded by Commissioner Hannold and carried unanimously.

Sheriff

- Deputy Sheriff-Patrol, Replacement, GD-10 #027/15

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 59
MARCH 18, 2015– WORK SESSIONS**

Commissioner Johnson moved to approve Job Requisition #027/15 with the understanding that the position will remain vacant until budget neutral. The motion was seconded by Commissioner Hannold and carried unanimously.

Facilities

- Night Custodian, Replacement, .5FTE C-6 #-28/15
Commissioner Johnson moved to approve Job Requisition #028/15. The motion was seconded by Commissioner Hannold and carried unanimously.

Prosecuting Attorney

- Deputy Prosecuting Attorney, Replacement, DE-13-DE-16 DOQ
(Need a letter from the union prior to official action) Okay with Board to advertise without a pay rate.

Human Services

Job Requisition #015/15 (approved 2/4/15) - Veterans Services Coordinator - Okay with full Board to fill position earlier than originally planned.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Richard M. Hannold, Member

Jill Johnson, Member

ATTEST:

Debbie Thompson, Clerk of the Board